

ARBOR VILLEBOIS

Owners Association

www.arborvilleboishoa.org

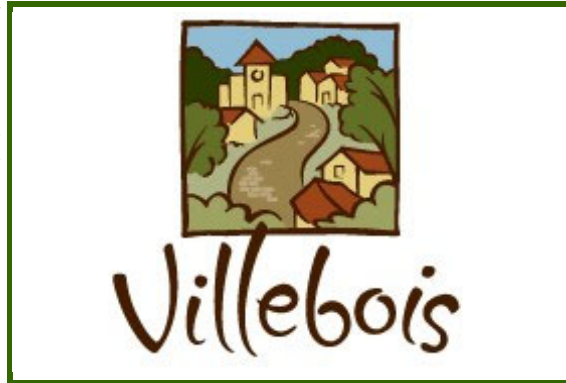
WELCOME!

Welcome to the Arbor Villebois Owners Association! We are pleased that you have chosen to join our community and as a new homeowner, we know you will want to help us maintain the very assets that first attracted you to the Arbor Villebois community.

The expectations associated with owning an Arbor Villebois home are called the Declaration of Covenants, Conditions, and Restrictions, or the "CC&R's", for which the owner of each lot is subject. The CC&R's allow architectural control of exterior changes to your home and lot, so it's very important to read and understand them. Plans for exterior changes to homes and lots are reviewed by an Architectural

Review Committee to ensure that those changes integrate well into the existing design of the neighborhood.

Since you are now a homeowner in our community, you have also become a member of the Arbor Villebois Owners Association. The Owners Association is a non-profit corporation whose principal functions are to maintain the common areas, manage the Association's finances, and enforce the guidelines in the CC&R's. Members of the Association pay assessments in accordance with the budget and elect a Board of Directors to implement the rules and regulations of the community.



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MEET YOUR MANAGEMENT

Although the Board of Directors has the authority to implement the rules and regulations of the community and oversee the maintenance of the common areas, it has chosen to retain the services of Northwest Community Management to provide the daily oversight of the community's needs. Northwest Community Management contributes not only 40 years of experience in the form of advice and counsel, but takes care of the numerous tasks which would otherwise make the Board's job as volunteers a full-time occupation.

Together, the Board of Directors and Northwest Community Management establish policy and direction for the day-to-day operation of our community. If you have concerns or questions regarding the association, common areas, or the community in general, please feel free to contact the Board members or Northwest Community Management at (503)-670-8111, or send them an e-mail at info@nwcommunity.com.

HANDY HINTS

Use empty toilet paper rolls to store appliance cords. It keeps them neat and you can write what appliance it belongs to right on the roll.

Crayon marks on walls? A damp rag, dipped in baking soda will take them off with a little effort.

Permanent marker on appliances/counter tops (like store receipt BLUE!) can be removed with rubbing alcohol on a paper towel.

Use vertical strokes when washing windows outside and horizontal for inside windows. This way you can tell which side has the streaks. Straight vinegar will get outside windows really clean. Don't wash windows on a sunny day. They will dry too quickly and will probably streak.

Place fabric softener sheets in dresser drawers and your clothes will smell freshly washed for weeks to come. You can also do this with towels and linen.

To easily remove burnt-on food from your skillet, simply add a drop or two of dish soap and enough water to cover bottom of pan, and bring to a boil on the stovetop, then remove, let cool a little, and wash as usual.

Spray your TUPPERWARE with nonstick cooking spray before pouring in tomato based sauces and there won't be any stains.

Don't throw out all that leftover wine — freeze it into ice cubes for future use in casseroles and sauces.

Ants, ants, ants everywhere . . . well, it's said they never cross a chalk line, so get your chalk out and draw a line on the floor or wherever ants tend to march.

When you get a splinter, reach for the scotch tape before resorting to tweezers or a needle. Simply put the scotch tape over the splinter, then pull it off. Scotch tape removes most splinters painlessly and easily.

Now look what you can do with Alka Seltzer. Clean a toilet. Drop in two Alka Seltzer tablets, wait twenty minutes, brush and flush. The citric acid and effervescent action cleans vitreous china.

To remove a stain from the bottom of a glass vase or cruet, fill it with water and drop in two Alka Seltzer tablets. Use four tablets to clean a thermos bottle.

Download the Form

Visit Northwest Community Management's website at www.nwcommunity.com, then click on "Forms" to download and print the ARC form you need for your ARC application.

HOA Reminders...

Sometimes we get so excited to move in, unpack, and settle in that we overlook the important rules of our homeowners association. Here are a few reminders:

- Remember that no outside structures like garden sheds, playhouses, or storage units can be placed on your property without prior approval. Visit the NWCM website (www.nwcommunity.com) for a downloadable copy of the ARC application.
- If you own a boat, trailer, camper, RV, etc., it can only be stored on your lot in your garage. Contact a local storage company if you have something larger that won't fit in your garage.
- For the avid car or truck restorer, remember that you can only keep your priceless automobile in the confines of your garage.
- To get your yard ready for spring and summer, remember that you need to submit an application with your plans and designs for ARC approval before you start.
- Satellite dishes and antennas need to be placed on the back or side of your home, preferably out of view.
- If you're purchasing your house for an investment purpose, remember that you cannot place any "For Rent" or "For Lease" signs on the property.
- You are allowed to place your garbage can and recycle containers outside on garbage day only. All other times they must be kept out of public view.

AROUND-THE-HOUSE TIPS

BATHROOM: A bathroom is actually a home's hub of activity, and, of course, constant wear will eventually result in minor flaws. The white cement, commonly called "grout", between the tiles on your bath counter and walls may chip out in places over a period of time. This can be replaced by using one of several white grout materials, available at your local hardware store.

WOODWORK: Use a mild soap and water mixture to clean. Make certain all soap is thoroughly rinsed off and the wood finish is left to dry. Wood left soaked with water may swell or warp. Remember...NEVER use strong soaps when cleaning woodwork.

KITCHEN APPLIANCES: If your home is equipped with built-in appliances, the instruction book that is given to you will explain their proper use and maintenance. Your guarantees and warranties on this equipment are in the pocket on the inside cover of this booklet or left conspicuously in the home. They should be filled out and recorded with the manufacturer. For malfunctions, call subcontractor or supplier for help before contacting your builder.

HOT WATER HEATER: Even if you are not a do-it-yourself buff, the simple steps listed on the heater itself should provide you with ample information to keep your heater operating properly. For cleaning the tank or burners, seek professional help. Be sure to keep ALL flammable materials away from hot water heaters! any flooding on hardwood floors immediately as this will cause floor cupping if it is left unattended.

DOORS: Due to seasonal changes in the outside temperature and humidity, there are expansions and contractions that naturally occur in wood. If it seems a bit harder than usual to open or close a door, this is probably a normal seasonal change. Please, only contact the builder if the door becomes EXTREMELY difficult to open or close.

FIREPLACE: Keep in mind that chimneys need cleaning like everything else. The frequency will be directly related to how often you use your fireplace. Some people have them cleaned once a year. We recommend that you call your local fire department and ask their advice.

CERAMIC TILE: It is not mandatory to seal your tile and grout. Should the grout become soiled, a soft toothbrush and a non-abrasive cleaner should do the job. If and extremely hard to remove stain occurs, call a tile company and ask what to use before permanently damaging the surface with something abrasive. *SEALING YOUR GROUT VOIDS YOUR WARRANTY AS IT MAKES REPAIR EXTREMELY DIFFICULT.*

GRADING: The grading around your home has been done to meet city code regulations. Sometimes homeowners want to make changes for irrigation and landscaping, this sometimes will change the drainage system that was in place. Arbor Custom Homes cannot be responsible for any drainage changes and/or problems that may arise from altering the original drainage system.

MAIN WATER SHUT-OFF VALVE: Be aware of where your main water shut-off is. If you do have to shut off your water and you own an electric water heater, be sure to turn off the circuit breaker to avoid burning out the element. Before you turn the breaker back on, run the hot water in a sink to bleed any air out of the lines.

EXTREME COLD WEATHER CONDITIONS: Leave the cabinet doors under your sinks open to allow warm room air to circulate around the plumbing. You may also want to leave your faucets trickling, especially at night. Running water is much less likely to freeze. Avoid leaving your home unoccupied with the furnace turned down for extended periods of time during the winter months. Spending a few extra dollars to keep the furnace up can save hundreds in water damage repairs.